



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 5.5.4	Subject: HOBBY PROGRAMS FOR ADULT FACILITIES
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Section 5: Recreation and Activities	Revision Date:
Signature: /s/ Bill Slaughter	Effective Date: September 5, 2001

I. POLICY:

The Department of Corrections will establish guidelines for hobby programs at all adult secure facilities/programs within or contracted with the Department. Hobby programs will encourage offenders to use leisure time in a constructive manner, ensure safety and security within the facility, and will outline the rules for the sales of hobby items.

II. IMPLEMENTATION:

This policy will be implemented six months after the effective date.

III. AUTHORITY:

2-15-112, MCA, Duties and Powers of Department Heads

53-1-203, MCA, Powers and Duties of Department of Corrections

DOC Policy 1.1.3, Organization and Responsibility

DOC Policy 1.3.1, Guidelines for Employee Performance and Conduct

DOC Policy 1.3.28, Ethics, Gratuities and Conflict of Interest

DOC Policy 3.1.14, Tool and Dangerous Material Control

DOC Policy 3.1.16, Contraband Control

DOC Policy 4.1.3, Offender Personal Property

American Corrections Association Standards

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IV. DEFINITIONS:

Contraband means any item found in the possession or control of an offender who is not authorized to possess such item, or any item(s) found in excess of levels permitted by policy.

DOC I.D. Number means the Department of Corrections identification number that is assigned to all offenders in the system, formerly known as the offender A.O. number.

Hobby/Craft Shop means a designated room or area for the creation of hobby items that require close supervision of offenders, tools and chemicals.

Housing Area Hobby means the creation of hobby craft projects located in a housing area. Housing area projects will be limited to those that do not require caustic/toxic/flammable chemicals, and tools or materials that have potential of compromising the security of the institution or safety of an offender or others.

Hobby Supervisor means the person appointed by the Facility Administrator/Warden to oversee the hobby program in the facility. In smaller facilities, the Hobby Supervisor responsibility may be a collateral duty.

Premium Hobby Craft Activities means designated hobby craft activities that possess the highest earnings potential and require large investments. Such activities generally require workspace in the hobby craft shop. The Facility Administrator/Warden, or designee, is responsible for determining what activities are premium hobby craft activities, including appropriate levels of control and supervision.

V. PROCEDURE:

A. General Provisions:

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1. Each facility/program will develop a policy to guide staff and offenders in the development of a hobby and craft program. All hobby and craft programs will be accomplished within the boundaries of security, safety and orderly conditions of the institution. Under the guidelines presented in this policy, offenders may pursue the making of products as gifts for family and friends, and for sales only through approved hobby outlets. The hobby program is intended to allow offenders to participate in a hobby/craft that occupies their time in a constructive way, with the following restrictions:
 - a) Mass production manufacturing operations involving more than one offender will not be permitted.
 - b) The use of a business or company name will not be permitted.
 - c) Participation in the hobby /craft program is to be considered a privilege and not a right.
 - d) All craft sales require a contract between the purchaser and the offender. The Hobby Supervisor must approve all contracts prior to any exchange of items or funds, and prior to any work being initiated.

2. The Hobby Program is under the direction of a designated Hobby Supervisor.

3. Hobby activities selected for each facility will be based on security and safety concerns for that institution including the following:
 - a) the custody level of the offender the program is designed for;
 - b) tools required for the hobby/craft, including tool control issues;
 - c) space needed to perform the hobby/craft;
 - d) staff supervision level required; and
 - e) chemicals (caustic, toxic or flammable) if required.

4. The Warden or Designee will be responsible for selecting the specific hobby/craft activities. These items may include, but are not limited to, the following:

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- a) Basic Art: Pencil sketches, charcoal, crayon or watercolor paints (non-acrylic) that can be done in the housing area;
 - b) Advanced Art: Use of acrylics, oils or other similar paints or hazardous, toxic or caustic chemicals that require a MSDS sheet and inventory control (may be considered as a premium hobby craft activity requiring space in the hobby craft shop or designated craft area);
 - c) Yarn Crafts: Crocheting, knitting, or other similar crafts that may be completed in the housing area (must utilize non-metallic needles/hooks);
 - d) Needle Crafts: Embroidery, needlepoint, cross-stitch and other similar crafts that may be completed in the housing area;
 - e) Beading: Application of beads to create various items (may be used in the housing area);
 - f) Horsehair: Braiding, hitching, weaving and pressing of horsehair to create a variety of items (may be considered a premium hobby craft activity.) At the discretion of the facility administrator, all or part of the horsehair hobby craft may be limited to the hobby craft shop or to the designated craft area;
 - g) Leather: Leather may be used to fabricate a variety of items (may be considered as a premium hobby craft activity and must utilize the hobby craft shop or designated craft area); and
 - h) Fly-tying: The fabrication of fishing lures (may be completed in the housing area.)
5. Hobby/crafts may be designated as either housing area programs or craft shop programs. The criteria for such designations will be the same as section A.3. The Facility Administrator/Warden, or designee, will be responsible for designating programs as either housing area or craft shop.
6. At no time will offenders be issued tools or hazardous materials for use in housing areas when such use could compromise the security and safety of the institution. It will be the determination

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of the Warden or Designee as to what tools or materials will be allowed for housing area use, in accordance with Department [policy 3.1.14](#), Tool and Hazardous Material Control.

7. Offenders must maintain a current inventory of all hobby tools belonging to them and in their possession. A copy will be kept with the tools and a copy will be kept on file with the hobby supervisor or designee. The tools will be subject to inventory by the hobby supervisor or designee in accordance with the facility's tool policy.
8. If any hobby tool, product, or material is used as a weapon or device of destruction and/or insurrection, the items will be confiscated and not returned. The owner of the tool may be subject to disciplinary action.
9. Offenders are required to keep accurate records, including invoices and receipts for tools and finished items.
10. Tools, materials and finished products that belong to an offender must be sent out, disposed of, or taken with the offender when transferring or discharging. No materials, tools or product will be given to another offender under any circumstances. If the facility has the room, that facility may allow a limited amount of hobby storage.
11. All finished hobby products must be processed through the Hobby Supervisor. The Hobby Supervisor must oversee the exchange of finished products upon proof of payment in full.

B. Eligibility Criteria:

Offenders must satisfy the eligibility criteria listed below before submitting a request to the hobby supervisor or designee for a hobby craft permit. Clear conduct time is transferable throughout all Department facilities or contracted facilities. Eligibility criteria includes:

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1. Maintain a clear disciplinary record (no severe or major infractions) for three months on all regular hobby craft activities that have not been designated as having high profit potential.
2. Maintain a clear disciplinary record (no severe or major infractions) for six months on all premium hobby craft activities. The Warden or designee shall designate which programs in the facility meet that designation.
3. Have sufficient funds in his/her trust fund account to make an initial purchase of supplies. A hobby order complying with the minimum order requirements must be submitted to obtain a hobby permit. The Deputy Warden or designee will establish a minimum monetary investment amount for all approved hobby craft activities. Those amounts will be communicated in local policy.
4. Offenders are allowed only one hobby permit at a time, unless the facility/program has an incentive program unique to that facility/program, that is addressed in local policy. If an offender possesses any craft tool or material not authorized by permit, hobby craft privileges will be suspended for 90 days (180 days for premium hobby craft activity), and the offender may be subject to disciplinary action.
5. When an offender terminates a hobby he/she must surrender the permit to the hobby supervisor or designee. Any tools or unused materials must be mailed out at the offender's expense or disposed of in accordance with Department [Policy 4.1.3, Offender Personal Property](#). A new permit for a different hobby craft will not be issued until the old permit is turned in and all tools and materials are sent out or disposed of.
6. In the event an offender is reclassified to a higher custody level, all hobby materials will be confiscated. Materials not in compliance with hobby craft activities that are authorized for that custody level must be mailed out within 30 days of confiscation or subject to disposal in

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accordance with facility contraband policy. All unauthorized materials must be mailed out or disposed of before the remaining materials will be returned to the offender.

C. Revocation of Hobby Craft Privileges:

Participation in the Hobby Craft Program is a privilege. The Facility Administrator/Warden, or designee, may at any time revoke an offender's hobby craft privileges. An offender whose privileges have been administratively revoked may not be eligible for a regular craft permit for a period of 90 days for housing area privileges and 180 days for hobby programs designated as premium hobby craft activities. In the event an offender's hobby craft privileges have been revoked, the offender will be required to mail their craft materials out within 30 days of the revocation; otherwise, craft materials will be disposed of in accordance with facility contraband policy.

Any of the following may be sufficient reason for the revocation of an offender's hobby craft privileges:

- disciplinary conviction(s)- one severe or major or three minor disciplinary convictions within a six-month period;
- failure to comply with the Hobby Craft Program rules and regulations;
- failure to participate routinely in Hobby craft Program activities; and
- violation of facility rules and regulations, as determined by the Administrator/Warden, or designee.

D. Ordering Hobby Materials:

1. Each facility will establish a maximum dollar amount for hobby purchases, per pay period, based on the type of hobby permit and the offender's custody level.
2. The vendor list and materials for ordering hobby supplies will be recommended by a designated staff member and approved by the Administrator/Warden, or designee. Approved vendor catalogs will be available through the Hobby Supervisor.

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3. All hobby orders will be placed through the Hobby Supervisor and by the participant offender. Third party purchases are not permitted.
4. Catalog order forms should be used whenever possible. Orders must contain a stamped envelope addressed to the vendor with the offender's return address, order form, and offender money transfer form. All orders must be prepaid. No COD orders will be accepted.
5. The Hobby Supervisor will give the receptionist, or the designated staff member, an updated list of incoming packages to be accepted.
6. All incoming packages will be documented and inspected for contraband by the mailroom supervisor, or a designated staff member, prior to the package being issued to the offender.
7. Each offender must purchase his/her own tools and materials. The transfer of tools and materials between offenders is prohibited. Violation may result in loss of hobby craft privileges, disciplinary action, and/or confiscation of tools/materials. All tools will be marked with the offender's DOC I.D. number when ever possible.

E. Hobby Craft Sales/Hobby Craft Contracts:

1. Offenders may sell hobby craft items to the general public through procedures outlined in section E, and in accordance with local facility policy.
2. All craft sales require a contract between the purchaser and the offender. Prior to any work being initiated, the hobby supervisor must approve all contracts.
3. It is forbidden for facility employees to receive any craft item from an offender as a gift and for facility employees to purchase or contract for any craft item directly from an offender.

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Department employees may refer to Department [policies 1.3.1](#), Guidelines for Employee Performance and Conduct and 1.3.28, Ethics, Gratuities and Conflict of Interest.

4. Both the offender and the vendor must complete all required contract information or forms before they are submitted to the Hobby Supervisor for final approval.
5. In the event an offender cannot complete an order due to being transferred, discharged, or loss of craft privileges, etc., the contract is void and all money will be returned to the purchaser.
6. A contract must indicate:
 - the type of craftwork to be done;
 - the date of completion;
 - the agreed upon price;
 - the deposit required;
 - the complete balance due; and
 - will include the signature of both the offender and the customer.

Copies of this agreement will be distributed to the offender, hobby supervisor or designee, customer and business manager/accounting department with the initial payment.

7. Contract sales must receive at least one-quarter (1/4) down payment for the order to be placed with the remaining balance due upon deliver. Payments will be made to the business manager/accounting department. One copy of the receipt will be given to the customer, one copy forwarded to the offender, one copy forwarded to the Hobby Supervisor and one copy kept on file. Should the offender fail to complete the product for any reason, he/she must return all monies to the purchaser. Failure to do so may result in disciplinary action against the offender, revocation of craft privileges and a hold placed upon his/her account until monies are paid. The customer may also pursue the matter through legal channels. The facility or

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Department is not responsible for failed contract transactions between an offender and customer.

8. Once proof of payment in full has been provided, delivery of craft items to the purchaser will be made through the Hobby Supervisor. Delivery of items directly to the purchaser from the offender is prohibited.
9. Contracts between offenders are forbidden.

F. Shipping Finished Hobby Products:

1. Offenders may mail finished hobby products to anyone on their approved visitation list. It is the offender's responsibility to pack the items for mailing.
2. Appropriate staff must inspect packages before they are sealed. Items to be mailed out must be packed in accordance with U.S. Postal regulations. The packages will be properly addressed prior to being given to the mailroom. No facility owned material or property should be used in producing or packaging any hobby item.
3. All finished items are to be sent out as soon as possible - they are not authorized to be kept on display in rooms, cells or hobby craft shop.

G. Hobby Pick-Up by Visitors:

Visitors may pick up hobby items only when the Hobby Supervisor has made prior approval. This will be done on a case-by-case basis at the discretion of the Hobby Supervisor and as local policy dictates.

H. Hobby Sales:

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1. The facility may make available one or more sites for the sale of hobby craft products, including an off site retail outlet. It is the offender's responsibility to set the sale price.
2. A five percent or one dollar surcharge, whichever is less, will be assessed on the sale price of all craft items sold on site to cover the cost of operation and improvements to the retail hobby sales counter.
3. Hobby counter items for sale will be processed by the Hobby Supervisor. Each item will be properly identified with a description of the item(s), name of the offender, and the price. It is the offender's responsibility to set the price of the item.

VI. CLOSING: Any questions concerning this policy should be addressed to the Administrator/Warden, or designee.